

**CLASS TITLE: SENIOR RECRUITMENT SPECIALIST**

**Class Code: 0275500**

**Pay Grade : 31A**

**E.O. Code: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for planning, organizing, coordinating and directing the work of a technical and/or clerical staff engaged in the administration and maintenance of an employee recruitment program designed to secure and place qualified candidates in various occupational areas and to recruit applicants from underrepresented target areas; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the direction of a superior with considerable latitude for the use of independent judgement; work assignments are reviewed for conformance to laws, rules, regulations and policies.

**SUPERVISION EXERCISED:** Plans, organizes, coordinates and directs the work of a technical and/or clerical support staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for planning, organizing, coordinating and directing the work of a technical and/or clerical staff engaged in the administration and maintenance of an employee recruitment program designed to secure and place qualified candidates in various occupational areas.

To plan, organize and coordinate a program to recruit applicants from the underrepresented target areas and monitor contact with community groups.

To participate in the installation and maintenance of an automated system of available candidates possessing the appropriate skills and qualifications for occupational groups and to make necessary notifications thereof.

To be responsible for preparing and delivering oral and written presentations to public groups regarding recruitment procedures, functions, activities, and opportunities.

To be responsible for the participation and promotion of job fairs for the purpose of familiarizing the public with the state's recruitment program and the procedures necessary in order to obtain employment within state service.

To establish and maintain an effective liaison with various state departments and agencies regarding the recruitment of qualified individuals.

To analyze, as directed, statutes, rules and regulations and to report thereon to a superior.

To attend meetings and conferences involving state, federal and local officials, professionals and the public concerning occupational recruitment programs and objectives.

To prepare in depth verbal, as well as extensive written reports related to the data and statistics of the recruitment program and its procedures.

To direct and supervise a subordinate technical and/or clerical staff engaged in various functions of a recruitment program.

To maintain a constant awareness of state laws, rules, regulations, policies and procedures, as well as any modifications thereof as they apply to the recruitment program functions.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of, and the ability to apply, the principles, practices and techniques of administering and maintaining an employee recruitment program; the ability to interpret laws, rules and regulations applicable to the administration of a recruitment program; the ability to plan, organize, coordinate and direct the work of a technical and/or clerical staff engaged in the administration and maintenance of an employee recruitment program; the ability to develop and install methods and procedures necessary for the effective administration of an employee recruitment program; the ability to establish and maintain effective working relationships with state, federal and local officials, superiors, professionals and the public concerning occupational recruitment programs and objectives; the ability to plan, organize and coordinate a program to recruit applicants from the underrepresented target areas and maintain contact with community groups; the ability to prepare in depth oral, as well as extensive written reports relative to the program; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: employment in a supervisory position in a public agency, or in private industry, which has involved the application of accepted principles and techniques in the administration and maintenance of an employee recruitment program.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: December 21, 1986

Editorial Review: March 15, 2003